



Writ of Attachment on Personal Property **Intake Sheet**

_____ **Writ of Attachment**

- Original and copy for each defendant
- Order to break and enter (tangible property)

_____ **Certified Copy of the order**

- Stating that it is a Pre-judgment Writ

_____ **Copy of the Bond on Attachment**

- That was filed with the court

_____ **Letter of Instruction to include:**

Description & location of property to be seized

- Address of judgment debtor(s)
- The bonded transportation & storage company to be used. (If you have no preference, indicate "transport & store at the discretion of the Sheriff").
- Value of the property to be seized

_____ **Bond of Indemnity to the Sheriff**

- Twice the value of the property to be levied upon
(Minimum bond is \$5,000.00)

_____ **Sheriff's Notice Regarding Storage (blue sheet)**

- Have attorney or plaintiff sign it. This is to let them know that they are responsible for storage fees

_____ **Sheriff's Fee**

- **\$144.00** + mileage to the location of the property and
\$6.00 for each certified mailing to judgment debtor(s)